



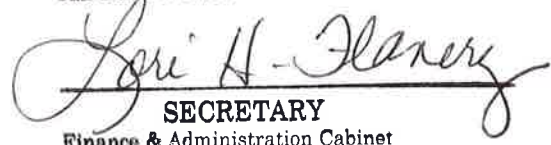
Commonwealth of Kentucky
Finance and Administration Cabinet
OFFICE OF THE SECRETARY
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Steven L. Beshear
Governor

Lori H. Flanery
Secretary

MEMORANDUM:

APPROVED:


SECRETARY
Finance & Administration Cabinet

TO: Cabinet Secretaries
FROM: Lori H. Flanery, Secretary
Finance and Administration Cabinet
SUBJECT: Commonwealth Information Technology (IT) Assessment
DATE: December 12, 2011

I am very pleased to announce that an assessment of information technology practices across the executive branch has begun. The assessment, a key recommendation of Governor Beshear's Smart Government Initiative (SGI), will identify improvements that increase the value of IT in terms of adequacy, efficiency and effectiveness. Combined with other SGI efforts, we continue to support Governor Beshear's commitment to use tax dollars efficiently and wisely.

On December 1, a contract to conduct the assessment was awarded to Pacific Technologies, Inc. (PTI). The firm, from Bellevue, Washington, focuses on information technology in the public sector and has completed similar statewide assessments for the states of Washington, Alaska and North Dakota.

This project has an aggressive timeline designed to complete the work by June 30, 2012. I realize that January will be a challenging month as we participate in this initiative in addition to the legislative activities and on-going operation of our organizations. An overview of planned project activities is attached.

Please assign two contacts representing the budget and information technology areas of your cabinet to the IT Assessment effort. These individuals must be prepared to provide IT staff, spending and inventory information on behalf of your agency within the timelines established in the contract. Please send the name and telephone number of each person to Tommy Case (tommy.case@ky.gov or 564-1250) and Theresa Rakes (theresa.rakes@ky.gov or 564-4756) by **Monday, December 19.**

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Your participation in interviews as well as your office's collection of data are important to the success of the effort. Please note the following dates critical to project progress on your calendar:

- IT Assessment Kick-Off meeting on **January 10, 2012 at 9:30 a.m.** (meeting invitation to follow)
- **Face-to-face meeting** with you during the week of January 9 (invitation and more information to follow)

If you have questions or concerns, please me at 502-564-4240 for assistance. Thank you in advance for your commitment to this important planning effort.

c: Secretary Mary Lassiter
John Hicks
Kevin Cardwell

ATTACHMENT

Attachment

Commonwealth of Kentucky
Executive Branch Information Technology (IT) Assessment

Vendor: Pacific Technologies, Inc. (<http://pti-consulting.com>)

Expected Completion: June 30, 2012

Objectives: Assess the current information technology environment across the Executive Branch.
Develop recommendations for IT governance and organization including anticipated benefits and considerations.

Selected Milestones	Date
Complete the Data Collection Training	January 6, 2012
Conduct the Project Kickoff Session	January 10, 2012
Conduct Tour of Agency IT Facilities	January 10 & 11, 2012
Complete Stakeholder Interviews	January 13, 2012
Complete Data Collection Forms	January 23, 2012
Complete Findings Validation Workshop	March 28, 2012
Complete Recommendations Validation Workshop	April 19, 2012
Receive First Draft of the Assessment Report	May 18, 2012
Receive Final Assessment Recommendations	June 29, 2012

Data Collection:

- Data collection training (2 hours or less) will be delivered via a Webex session during the first week of January.
- The Commonwealth will complete PTI's IT staffing, spending, and inventory data collection tools (spreadsheets) by January 23, 2012.
- Data collection support will be provided by the designated cabinet resources as needed in collecting the requested inventory, financials and human resources information.